

| [NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |



# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3100.1**

Effective Date: May 07, 1999  
Expiration Date: December  
07, 2006

[Printable Format \(PDF\)](#)

---

## **Subject: Management of The Senior Executive Service**

**Responsible Office: Office of Human Capital Management**

| [TOC](#) | [CHANGE](#) | [PREFACE](#) | [CHAPTER1](#) | [CHAPTER2](#) | [CHAPTER3](#) | [CHAPTER4](#) |  
[AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [ALL](#) |

---

## **Chapter 1: SES Role and Objectives**

### **1.1. Role of the NASA SES**

The SES constitutes a senior management resource to be used by the Administrator to execute the mission of NASA. As such, the SES personnel system and authority to effect SES actions emanate from the Administrator. An overview of the management structure for executive resources in NASA is depicted in Appendix A.

### **1.2. Objectives of the SES Executive Resources System**

- 1.2.1. To provide greater authority in managing executive resources.
- 1.2.2. To attract and retain highly competent executives, and to assign them where they will be most effective in accomplishing their mission and where best use will be made of their talents.
- 1.2.3. To provide for the systematic development of managers and executives.
- 1.2.4. To hold executives accountable for individual and organizational performance.
- 1.2.5. To reward the outstanding performers and remove the poor performers.
- 1.2.6. To provide for an executive merit system free of prohibited personnel practices and arbitrary actions.

### **1.3. Characteristics of an SES Position**

- 1.3.1. SES executives serve under the President's top appointed officials, such as heads of departments and agencies and are above GS/GM-15 positions.
- 1.3.2. An SES member --
  - 1.3.2.1. Directs the work of an organizational unit;
  - 1.3.2.2. Is held accountable for the success of one or more specific programs or projects;
  - 1.3.2.3. Monitors progress toward organizational goals and work of employees other than personal assistants; or
  - 1.3.2.4. Exercises important policy-making, policy-determining, or other executive functions.

| [TOC](#) | [CHANGE](#) | [PREFACE](#) | [CHAPTER1](#) | [CHAPTER2](#) | [CHAPTER3](#) | [CHAPTER4](#) |  
[AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [ALL](#) |

| NODIS Library | Human Resources and Personnel(3000s) | Search |

**DISTRIBUTION:**  
**NODIS**

---

**This Document Is Uncontrolled When Printed.**

Check the NASA Online Directives Information System (NODIS) Library  
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>

---